

MONROE COUNTY

JOB DESCRIPTION

Position Title: COORDINATOR ELECTRONICS

Date: 01/20/99

Position Level: 8

FLSA Status: Nonexempt

Class Code: 8-4

GENERAL DESCRIPTION

Primary function is to maintain, upgrade, and test all electrical/electronic systems and devices in Monroe County buildings and sites.

KEY RESPONSIBILITIES

- 1.*Maintain electrical lighting, switches, receptacles and ballast's for all county buildings.
- 2.*Maintain, upgrade, and test Fire System, Building intercom System, Camera Security System, Building automation system, Main Control electronics, kitchen electronics Fire Door Egress System, and HVAC System.
- 3.*Install new electrical services, rewiring, and new wiring.
4. Test laundry and plumbing electronics.
5. Handle small emergency situations.
6. Operates bucket truck.
7. Analyze work order requests and develop a cost effective and efficient plan in order to complete the job.
8. Check and maintain tools and equipment periodically in order to ensure proper operation and safety.
9. Keep work area clean and organized and use safety cones and signage when required.
- 10.Completes paperwork, daily sheets and work orders.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| Position Title: COORD, ELECTRONICS | Class Code: 8-4 | Position Level: 8 |
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| KEY JOB REQUIREMENTS | |
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| <i>Education:</i> | Bachelor's Degree required. |
| <i>Experience:</i> | 3 to 5 years. |
| <i>Impact of Actions:</i> | Makes recommendations or decisions which usually affect the entire department. |
| <i>Complexity:</i> | Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations. |
| <i>Decision Making:</i> | Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions. |
| <i>Communication with Others:</i> | Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures. |
| <i>Managerial Skills:</i> | Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance. |
| <i>Working Conditions/Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. |
| <i>On Call Requirements:</i> | On call 24 hours pending disasters. |
| <i>Other:</i> | Florida Driver's License. Florida State Electrical Contractor's License. |

| APPROVALS | |
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| <i>Department Head:</i> | |
| Name: _____ | Signature: _____ Date: _____ |
| <i>Division Director:</i> | |
| Name: _____ | Signature: _____ Date: _____ |
| <i>County Administrator:</i> | |
| Name: _____ | Signature: _____ Date: _____ |

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| Position Title: COORD, ELECTRONICS | Class Code: 1120 | Position Level: 8 |
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On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____